

**PRESIDIO OF MONTEREY’S PROCEDURE
FOR
ENVIRONMENTAL OBJECTIVES AND TARGETS AND ENVIRONMENTAL
MANAGEMENT PROGRAMS**

Procedure: The Presidio of Monterey's Procedure for environmental objectives and targets and environmental management programs.			
Document Owner: EMS Management Representative, Plans, Analysis, and Integration Office (PAIO) – The Presidio of Monterey (POM)		Reviewed: EQCC	
		Date: 14 Dec 05	
Update Requirements: The Presidio of Monterey's EMS Management Representative shall maintain this procedure and review it annually. This document and its revisions shall remain current for no more than one year from the effective date. The EMS Management Representative must maintain a log of document history with this procedure.			
Revision Information			
Status	Revision	Effective Date	Revision Summary
Baseline Procedure	1.0		None

A. PURPOSE

- 1) To define the process for establishing and maintaining the environmental objectives and targets for US Army Presidio of Monterey.

B. SCOPE

- 2) This procedure is written to address the criteria established by **Section 4.3.3 of ISO 14001:2004**.

C. DEFINITIONS

- 1) **Objective** – An overall environmental goal that an organization sets for itself and that is quantified where practicable.
- 2) **Target** – A detailed performance requirement set by an organization that arises from an objective and is designed and met in order to achieve that objective. Targets should be quantified where practicable.
- 3) **Environmental Management Program (EMP)** – Plan for addressing and managing significant aspects and associated objectives and targets.

D. PROCEDURE

- 1) When setting the objectives and targets, the significant environmental aspects as identified through completion of the POM-EMS-PR-4.3.1 (Environmental Aspects

Identification and Ranking Procedure) are first considered. Aspects that are pervasive throughout POM may also be considered when establishing objectives and targets.

- 2) If it is determined that an objective cannot or should not be set for an aspect that ranked as significant, the decision and the rationale for the decision is recorded and maintained in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
- 3) Objectives and targets are reviewed and updated at least annually. New objectives and targets are developed as necessary.
- 4) When setting objectives and targets, legal, financial, operational and business requirements; technological options and the views of interested parties are considered. Objectives and targets are to be consistent with the environmental policy including the commitment to prevention of pollution.
- 5) An Environmental Management Plan (EMP) Team is assigned for each environmental objective. The EMP Team works toward achieving applicable objectives and targets.
- 6) An EMP is developed for each objective in accordance with (POM-EMS-PR-4.3.3B).
- 7) All objectives and targets are recorded on an Environmental Objectives and Targets Record form, (POM-EMS-PR-4.3.3A).
- 8) When POM's activities change, the objectives and targets are amended as necessary, to reflect current operating conditions.
- 9) Progress on EMPs is tracked and reviewed at least quarterly. Progress is tracked in accordance with POM-EMS-PR-4.5.1 (Monitoring and Measurement Procedure).
- 10) Adequate resources are allocated for the purpose of achieving objectives and targets. Progress on the environmental objectives and targets is reviewed during the management review process for the EMS.

D. RESPONSIBILITIES

- 1) EMS Management Representative (EMSMR)
 - a. In cooperation with Directorate of Public Works, Environmental Division (PWE), provides input to the Cross-Functional Team (CFT), as necessary, on setting objectives and targets.
 - b. If the CFT decides that an objective is not to be set for an aspect that ranked as significant, the EMSMR records this decision and its rationale and maintains these records in accordance with POM-EMS-PR-4.5.4 (Control of Records Procedure).
 - c. Records objectives and targets on an Environmental Objectives and Targets Record (Attachment A).

d. Ensures Environmental Management Plan (EMP) Teams track progress on EMPs at least quarterly. Tracking process is detailed in POM-EMS-PR-4.5.1 (Monitoring and Measurement Procedure).

2) Environmental Quality Control Committee (EQCC)

a. Ensures that adequate resources are allocated to achieve objectives and targets.

b. Reviews progress on the environmental objectives and targets during the management review process.

3) Cross-Functional Team (CFT)

a. With input from PWE and EMSMR, sets objectives and targets, first considering the significant aspects as identified by the POM-EMS- PR-4.3.1 (Environmental Aspects Identification and Ranking Procedure). Also considers aspects that are pervasive throughout the POM.

b. Reviews and updates objectives and targets at least annually. Develops new objectives and targets as necessary.

c. Ensures that the legal, financial, operational and business requirements; technological options and the views of interested parties are considered when setting objectives and targets. Ensures objectives and targets are consistent with the environmental policy including the commitment to the prevention of pollution.

d. Assigns an Environmental Management Program (EMP) Team for each environmental objective.

e. Assists the EMP Teams, with the development of an EMP for each objective

f. Whenever POM's activities change, amends objectives and targets, as necessary, to reflect current operating conditions.

4) Directorate/Tenant Command Head(s)

a. Provide input to the CFT, as necessary, on setting objectives and targets relevant to his or her Directorate.

b. Assists the EMP Teams with the development of an EMP for each objective.

5) Environmental Management Program (EMP) Teams

a. With input from the CFT and affected Directorate/Tenant Command Head(s), as appropriate, develops an EMP (Attachment B) for each objective that designates the methods and time frame of completion. The EMP is to include enough information that people with responsibilities to help POM meet objectives fully understand their responsibilities.

- b.** Works toward applicable objectives and targets and supports the EMSMR with the development and completion of an EMP for each objective.
- c.** Tracks progress on each EMP at least quarterly and reports progress to the EMSMR. Tracking process is detailed in POM-EMS-PR-008 (Monitoring and Measurement Procedure).

F. ATTACHMENTS

- 1) Environmental Objectives and Targets Record (POM-EMS-PR-4.3.3A)
- 2) Environmental Management Program (EMP) (POM-EMS-PR-4.3.3B)

Attachment A: Environmental Objectives and Targets Record

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Attachment B: Environmental Management Program (EMP)

OBJECTIVE #:	Initiation Date:	Projected Completion Date:
Objective:		
Target 1: <i>Initiation Date</i> <i>Responsibility</i> <i>Methods/Notes/Comments</i> <i>Completed (date & initial)</i>		
Target 2: <i>Initiation Date</i> <i>Responsibility</i> <i>Methods/Notes/Comments</i> <i>Completed (date & initial)</i>		
Target 3: <i>Initiation Date</i> <i>Responsibility</i> <i>Methods/Notes/Comments</i> <i>Completed (date & initial)</i>		
	Drafted by:	Reviewed by:
Name/Initials		
Title		
Date		